

CICA IHSS Advisory Committee/Governing Board Workshop - Breakout Sessions

How do you determine what is on our agenda? How do you maintain control of the meeting?

*At the end of the meeting open the floor for new topics for next meeting (recorded in minutes).

*Send out email to get ideas for the next agenda.

*Make it an action item & assign responsibility.

*Keep topic fresh & related to current issues.

*Delegate responsibility/rotate responsibility.

- Make use of subcommittees or Ad Hoc Mtgs. on specific topics
 - Agenda report outs

*Share responsibility

*Engage all

*Understand our purpose

*Allocate Time blocks for each agenda topic

- Monitor Timeliness & make adjustments as needed.
 - Assign a timekeeper

*Approve the agenda

- Give flexibility to change timeframes

*Maintain a “parking lot”

- Give a chance to have brainstorming session and flush out an idea. Can move ideas to next agenda.

*Find a balance – don't overwhelm with too much on the agenda

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- *Review Bylaws/Policies for Role of Subcommittees/Ad Hoc
- *Stipends for AC Attendance – cover travel expenses
- *Outreach: Career day, fairs, etc.
- *Personal conduct rules
- *Reference Guide/Fact Card/Program Card
 - Handout at Health Fairs, Fairs, etc. Post on billboards
- *Share copies of By-Laws/policies and agenda
 - Learn from each other
- *Communicate with other committees (counties)
- *Educate community about the Advisory Board – interface
- *Link Advisory Board, Consumers, Providers, and Staff – Be a conduit
- *Speed up enrollment process for IPs

Top 3 for:

- a. How do you determine what is on the agenda?
 - b. How do you maintain control of the meeting?
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- 1a. Timely topics involving legislation and financial responsibilities
 - 2a. Brainstorming at the end of the meeting & by email/phone calls for next agenda.
 - 2b. Chair to balance/control seeking input

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- 3a. "leftover" topics/Parking Lot items move to next agenda for follow through
 - 3b. Time set agenda topics and have a timekeeper
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How can you improve our AC's effectiveness in the Community? How can you educate the community about IHSS?

1. Invite management
2. Public Access TV
3. Move meetings around
4. Health Fair – scenario
5. Newsletter: In-house & public
6. Invite other agencies to IHSS meeting and other meetings
7. Keep Staff Supervisors (or Board of Supervisors) aware of IHSS

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Your AC has been given almost \$6,000 a year. How can you best use this money? Should you develop a budget?

Need BUDGETS to have financial accountability!

1. CICA Dues/Membership Dues
2. Travel Reimbursement
3. Stipends, by vote
4. Planning/Retreat/Education
5. PR materials/meeting materials
6. Workspace/Meetings
7. Translator

Order of priority:

1. Translator if requested
2. Orientation/Training materials, supplies
3. Workspace (meetings/retreat)
4. Reimbursement/Stipends
5. CICA

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How do you keep your meetings interesting?

Education session - outside group follow-up – presents videos, educational shown to board & then to community symposium.

Infuse laughter and fun

Shared activity – writing letters

Member Reports – meetings, etc., personal stories – why a part of IHSS (2 per meeting)

Holiday luncheon

SF grants thru “Thriving in Place” non-profit

Yolo – Partner at Yolo Partner Agency

SF – symposiums

Planning for outreach events

TV – local cable, webpage

Candy!

Lunch!

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How do you do initial training for new members? How do you do ongoing training for the whole Advisory Committee?

- 1) On-going buddy system
- 2) Go on-line for outside training Information
- 3) Outside information people visiting meetings and CDs, etc.
- 4) Once a year retreat at park or outside regular meeting place
- 5) Class open to providers and consumers, CDs and DVDs
- 6) Leadership Board training classes
- 7) "One on one" introduction by IHSS or Public Authority
- 8) IHSS Board train consumers: "Providers on home safety and conflict resolution."
- 9) On-line Library between IHSS and Advisory Boards

Top 3:

- 1) On-going buddy system
- 2) Leadership Board training classes
- 3) IHSS Board train consumers: "Providers on home safety and conflict resolution."